Reporter 3

A User's Guide for
OCPF's Campaign Finance Recordkeeping
and Reporting Software

Office of Campaign and Political Finance
Commonwealth of Massachusetts

Contents

NOTE

Like most software, *Reporter* is regularly upgraded to address user feedback and needs.

This manual is for users of *Reporter 3.05*, which was released in June 2003, and subsequent versions.

To make sure you have the latest version of *Reporter,* click on "Miscellaneous" on the main menu, then on "Maintenance" and "Update." The screen will tell you which version you have loaded and whether an upgrade is available.

Contact OCPF if you are still unsure whether your version is up to date.

I. Introduction

Reporter 3 was developed by the Office of Campaign and Political Finance (OCPF) to meet the campaign finance recordkeeping and reporting needs of candidates and political committees on both the state and local levels. It is an updated and expanded version of the two previous Reporter software packages. *Reporter 3* may be used by state legislative candidates and committees, state and local ballot question committees, municipal candidate committees, state and local political action committees, and local (ward, town and city) political party committees.

Candidates and committees can use *Reporter 3* to record, store, and view all of the essential information related to their campaign finance activity, including various types of contributions, expenditures, reimbursements, committee credit card activity, acquisition and disposal of assets, liabilities and committee organization information.

Reporter 3 can be used to print reports in the official format for filing with OCPF or local election officials. It can also generate custom reports that track cash inflow and outflow and analyze contribution information.

Reporter 3 may also be used for electronic filing of reports over the Electronic Filing System (EFS) established by OCPF, as described in the next section.

II. Electronic Filing

M.G.L. Chapter 55, Section 18C, approved by the voters in 1998, established an electronic reporting system for the campaign finance activity of certain candidates and political committees in Massachusetts, starting in 2002.

The electronic filing requirement applied to candidates for statewide office, Governor's Council and the Legislature and state ballot question committees in 2002. Electronic filing for political action committees and party committees started in 2004.

Candidates for municipal office will continue to file paper reports with their local officials, with the exception of mayoral and councilor-at-large candidates in Boston, Cambridge, Lowell, Springfield and Worcester, who designate banks to file reports on their behalf directly with OCPF in the "depository" system. The candidates in those five cities file their reports electronically with OCPF, using the *Depository Reporter* software.

A. Thresholds for Electronic Filing

Candidates and committees must file electronically if, during the two-year election cycle, their receipts or expenditures exceed a certain statutory threshold as noted below. For purposes of e-filing by the candidates and committees below, the two-year election cycle starts on Jan. 1 of the year preceding a state election and ends on Dec. 31 of the year of the election. For example, the 2005-2006 election cycle runs from Jan. 1, 2005, through Dec. 31, 2006.

The following candidates and committees must e-file, using *Reporter 3*:

- Any candidate for the **House** or **Senate** who raises or spends more than $5,000 during the two-year election cycle.

- Any **state ballot question committee** that raises or spends more than $25,000 during the two-year election cycle.

- Any **political action committee** that raises or spends more than $10,000 during the two-year election cycle.

- Any **political party committee** (state, ward, town or city level) that raises or spends more than $10,000 during the two-year election cycle.

Those who are unsure about their electronic filing obligation are urged to check with OCPF.

Candidates and committees who e-file do not need to submit paper copies of those reports to OCPF. Those who do not meet the e-file threshold may still choose to file their reports electronically, with no paper backup required.

The e-file requirement also applies to any candidate for statewide office (governor, lieutenant governor, attorney general, treasurer, secretary, or auditor) who raises or spends more than $50,000 in a four-year election cycle, or any candidate for the Governor's Council who raises or spends more than $5,000 in a two-year election cycle. All candidates for county office and candidates for mayor and councilor-at-large in Boston, Cambridge, Lowell, Springfield or Worcester were also required to file electronically, starting in January 2005.

These candidates file using the *Depository Reporter* software, not *Reporter 3*. If you are a candidate for one of these offices, you should obtain the depository software from OCPF.

NOTE: The campaign finance law imposes fines for any report that is not filed on time with OCPF. The fine, which is $10 per day and a maximum of $2,500 per report, applies to electronic as well as paper reports. Any party required to file electronically who fails to file, files late, files a false return, or allows a false return to be filed, may be subject to the same penalties as if they failed to file or filed late a paper filing required under M.G.L. Chapter 55, Section 18 or filed a false return or allowed a false return to be filed.

III. Installation/Technical Notes

A. *Reporter 3* Features

Reporter 3 has been programmed with all of the forms needed for official filings with OCPF and local election officials. In addition, the system was designed with several data entry shortcuts and information storage and recall features that significantly reduce the amount of time spent entering data and generating reports. The following features are detailed later in this guide:

- **Default options** to allow a user to pre-set the receipt amount, date of receipt and state for contributions, reducing the amount of data entry required for multiple contributions.

- A **Favorites** feature that allows the user to create a customized drop down list of cities, towns and villages. This is especially useful for candidates or committees that receive contributions from a limited number of communities.

- **Fast Codes**, which allows the user to identify frequently used cities or towns by a numeric code to speed up data entry. The use of the Fast Code in the City/Town data entry field will automatically update the State and Zip Code fields.

- **Auto-save** of identifying information for contributors and vendors to allow automatic filling of all data fields for a contributor or vendor that has previously been entered, for quick input of frequent entries.

- A **Filter** option to display only those entries on the receipts or expenditures screens that fall within a selected time period, for a review of activity for any period.

- **Custom Reports**, for analysis, forecasting and management of committee activity.

- **Archiving** of past reports, to be recalled and printed out at any time.

B. Upgrading from *Reporter 1.1* or *Reporter 2.0*

Users of *Reporter 1.1* or *Reporter 2.0,* the earlier versions of OCPF's reporting software, will notice that significant changes have been made in the *Reporter 3* version. Many of the screens have changed, report generation and storage has been made more comprehensive and there are more options for program maintenance. Among the specific changes:

- The Receipts (Schedule A) screen has been completely overhauled.

- The Maintenance screen has been revised to add more advanced features that were lacking in *Reporter 2.0*. For example, *Reporter 3* has advanced backup and restore options for database maintenance and *Reporter 3* can even update itself over the Internet.

- Data from *Reporter 1.1* and *Reporter 2.0* can be migrated directly into *Reporter 3*. The interface is interview-based. See Section VIII below for more information about this process.

For more information about migrating data, see the Miscellaneous screen on the main menu and Section VIII of this guide.

C. Hardware and Operating System Requirements

OCPF will provide the *Reporter 3* CD-ROM to candidates and committees prior to the commencement dates of mandatory electronic filing.

Reporter 3 requires an IBM-compatible personal computer (PC) with a CD-ROM drive to load and use the program. *Reporter 3* requires a Pentium or compatible 200 MHz or higher processor with 64MB of RAM. Higher-speed systems will result in a more responsive program. *Reporter 3* requires Internet access and a web browser with 128-bit encryption for electronic filing and program maintenance.

Reporter 3 is an IBM-compatible (PC) program, designed to run on Windows 95, Windows 98, 98SE, 2000, ME, NT or XP using an Intel Pentium-compatible processor.

Reporter 3 is based on Microsoft Access 2000's distributable engine and will run on either a full version or a runtime version of Access 2000. Users with Microsoft Access 2000 loaded on their computers will load a full version of *Reporter 3* that allows for modifications. For users that do not have Microsoft Access 2000, *Reporter 3* is distributed with a royalty-free runtime version of Microsoft Access. No additional software, such as Microsoft Office, is required to run *Reporter 3*.

D. Installation / Getting Started

To install *Reporter 3,* close any programs running on your computer and insert the disk in your computer's CD-ROM drive. The installation process will start automatically and will take 1–5 minutes, depending on the speed of the computer. The software will suggest you install Reporter in C:\Program Files. After installation is complete, you may be asked to restart your computer and allow Access 2000 Runtime to operate.

Once *Reporter* is loaded on your hard drive, it is not necessary to reinsert the disk in your computer for subsequent uses. Doing so would cause the software to try to reinstall itself.

Some users may plan to operate *Reporter* for more than one committee from the same computer (for example, a candidate and a local party committee or a candidate and a ballot question committee). To use *Reporter* for an additional committee, simply install the program a second time, this time installing it on a directory that is separate from the original installation.

Once *Reporter 3* has been loaded from the CD-ROM, it can be opened by clicking on the **Start** button, scrolling to **Programs**, scrolling to *Reporter 3* and clicking on the *Reporter 3* file.

Before *Reporter 3* can be run for the first time, the user must input some data and may perform some customization as detailed below.

- First, the identifying information of the candidate or committee must be entered. To enter candidate or committee identifying information, click on Miscellaneous from the Main Menu and then click on Committee Information. The Candidate and Committee Information screen will open for data entry.

- Next, preference settings should be made to customize the operation of the *Reporter 3* program. To make preference settings, click on Set Options from the Main Menu and then click on Default Information. The Set Options screen will open for preference settings.

- Finally, for those who wish to use Fast Codes to reduce data entry time, go to Miscellaneous from the Main Menu and then click on Edit Fast Codes. The Edit/Add Fast Codes screen will open for the set-up of Fast Codes.

Once the candidate or committee information is entered and the preference and data entry settings are made, *Reporter 3* is ready for use.

NOTE: If you plan to use *Reporter* for more than one candidate or committee, contact OCPF for assistance in loading multiple versions of the software.

E. Technical Support

For any questions not answered in this manual or in *Reporter 3* itself, please contact

OCPF for further assistance. The office phone numbers are (617) 727-8352 and (800) 463-OCPF (6273) (toll free in Massachusetts). The office web site, http://www.mass.gov/ocpf, contains a section for software support, including an online version of this guide, frequently asked questions and technical specifications. The e-mail address for questions, problems and comments is software@cpf.state.ma.us. OCPF's mailing address is One Ashburton Place, Room 411, Boston, MA 02108.

IV. The Main Menu

The Main Menu is the default screen, or the screen that will appear each time *Reporter* is opened. (In subsequent references in this guide, *Reporter* refers to *Reporter 3*.) A link labeled Main Menu or Return to Main Menu appears in the top right-hand corner of all the other data entry screens in the system; clicking on the link will return the user to the Main Menu, making it simple to navigate through the *Reporter* program.

There are six links, or field choices, with subsets of additional links to use to navigate through the *Reporter* program. A link is an underlined word that usually appears in blue on the screen. Clicking on a link will open the screen supporting the selected field choice or a list of subheaders. The links on the Main Menu are:

- Receipts
- Expenses
- Assets & Liabilities
- Miscellaneous
- Reports
- Set Options

V. Receipts

The Receipts link is used to open data entry screens and to access all information relating to contributions or receipts to a committee's account. Clicking on the Receipts link opens three available links to the following data entry screens:

- Monetary Contributions
- In-Kind Contributions
- Contributor Database

A. Monetary and In-Kind Contributions

The Monetary Contributions screen is used to enter all monetary receipts such as contributions to the committee. This screen is probably the most important one in *Reporter* since this is where most committees will spend the majority of their time.

The In-Kind Contributions screen is used to enter the receipt of goods, services or other non-monetary contributions, such as supplies or the use of office space for a campaign headquarters. The In-Kind Contributions screen is virtually identical to the Monetary Contributions screen, though the In-Kind screen also contains a **Description** field, in which the user briefly describes the contribution received. In addition, the fair market value of the contribution received is entered in the **Amount** field.

The screen is divided into two areas. The top area of the screen is for the entry of new data. The bottom area of the screen is for the display of data that has already been entered and is part of the database. To enter a contribution into the database, click the "Add" button.

Entering Data

Each data entry field contains information that is to be entered into the database, such as contributor name, town and state. Use the Tab key to navigate through the data entry fields to ensure proper results. Information may also be entered into these fields using a drop down list, which appears when you click on the arrow [▼] on the right-hand side of the data entry field.

Type – Users can choose from four types of contributors:

- Individual
- Committee
- Union - Association
- Other

Changing the type of contributor (Individual, Committee, etc.) changes the available data entry fields to allow proper insertion of the information that is legally required for each type of contributor. For instance, when changing from Individual to Committee, the Last Name, Occupation and Employer data entry fields are hidden and the CPF ID# and Contact fields are shown.

> **NOTE**: The contributor type list in *Reporter 2.0* included separate designations for DBAs and trusts. *Reporter 3* does not have these designations. We recommend using the "Other" contributor type designation for these entities.

Date and **Amount** – The date of a contribution or an amount can be entered manually or by pre-selecting a date or amount as default information. To pre-select such data, either click on the Set Default Data link in the top-right corner of the data entry area or click on the Set Options link on the Main Menu. **NOTE**: Pre-selecting the date and amount information is useful for inputting a large number of contributions with the same amount and date information, such as the contributions from a fundraiser with a set ticket price.

For in-kind contributions, enter the fair market value of the contribution in the Amount field.

First Name/Last Name/Name – Contributor information can either be entered manually or can be automatically filled in using the Contributor Database. To open the Contributor Database, click on the button labeled Recall a contributor.

After the name of the contributor has been entered, *Reporter* will attempt to match the contributor name with any name previously entered into the Contributor Database. If an exact match is found, *Reporter* will fill in the address, CPF ID number, contact, principal officer, occupation and employer information fields, as applicable.

Recall a contributor - This button is used to access the Contributor Database. Clicking on this button opens a pop-up screen that contains a list of all of the individuals or organizations that have previously contributed to the committee. This list is sorted by the type of contributor that is selected for that entry. For example, if "Individual" is selected as the type of contributor, only individual contributors will be shown. While the pop-up screen is open, if a letter of the alphabet is pressed on the keyboard, the cursor will skip to the portion of the contributor list containing the names that begin with that letter. Select a contributor by double-clicking on the record line in which the contributor appears. The contributor's name, address and occupation/employer information, if applicable, will be inserted into the appropriate data entry fields and the pop-up screen will close automatically.

You may reverse the order in which the First and Last Name data entry fields appear on the screen by clicking on the Set Default Data link in the top-right corner of the data entry area or on the Set Options link from the Main Menu

For contributors designated as "Other", the name field should also include a brief description of the purpose of the contribution or receipt being made (for example, interest on a bank account).

Address – The street address of the contributor can be entered either manually or automatically using the Recall a contributor Contributor Database function as described in the Name section above.

City/Town – This information can be entered in any of four ways:

- Manually.
- Clicking on the Recall a Contributor button to enter a contributor who is already in the database.
- Choosing a community from the drop down list. The drop down list can be customized by clicking on the Set Default Data link in the top-right corner of the data entry area or clicking on the Set Options link from the Main Menu
- Entering a Fast Code that corresponds to a community that was assigned by the user.

> **NOTE**: *Reporter* has a feature that assists in the manual data entry of information called **Autoexpand**. For example, as letters are typed into the City/Town data entry field, *Reporter* uses the Auto expand feature to match the pattern of letters being typed into the field against the list of cities and towns that were chosen as the default setting. *Reporter* then fills in the name of the community that matches the letters being typed. As more letters are added, *Reporter* will continue to automatically change the name of the community being filled into the field until the desired community is listed. For example, if the default setting for the cities and towns is "Proper Cities & Towns" and the letter "B" is typed into the City/Town data entry field, *Reporter* will automatically insert "Barnstable," as this is the first community that begins with a "B" that appears on that listing of cities and towns. If "O" is then typed, *Reporter* will change "Barnstable" to "Bolton." If "S" is typed, *Reporter* will then change "Bolton" to "Boston" and so on, until the name of the desired community is provided.

State – Reporter will automatically insert "MA" unless the default state information is changed using in the Set Options Default Information section.

Zip – If a city or town that has been entered has only one zip code, *Reporter* will automatically enter it in this field. If a city or town has multiple zip codes, the drop down list will display the list of available zip codes for that community. Click on the applicable zip code to enter it. (Zip codes can also be edited, as detailed in the Edit Zip Codes section later in this guide.) A zip code may also be entered manually, as in the case of out-of-state addresses.

Occupation and **Employer** – This information can either be entered manually or can be automatically filled in using the Recall a contributor Contributor Database function. State law requires the disclosure of the occupation and employer of any contributor who makes a contribution of $200 or more in a calendar year. Candidates and committees, however, may find it useful to compile such information for all contributors for database purposes.

> **NOTE**: For contributors who do not work outside the home, are retired, or who otherwise do not have traditional occupation/employer information, we recommend that you enter their employment status, such as homemaker, retired, etc, in the Occupation field, and then enter "none" or "n/a" in the employer field.

Include in $50 and under – This option is activated in the Preference settings using the Set Options / Default Information section. Activating this option excludes this contributor record from the itemized listing of contributors on the Form CPF 102 Schedule A: Receipts, in the official OCPF report. Instead, when the checkbox is activated, *Reporter* records and displays the contribution amount in the total on Line 10 (Total Receipts $50 and Under) on Schedule A. This feature is available for committees who maintain their contribution information in other software, such as MS Excel, and prefer to input only the legally required information in *Reporter* for reporting purposes. This option is also included on this screen to allow a committee to input a gross amount made up of small contributions that are all under $50 from many individuals who have contributed less than $50 for the year, i.e., 80 contributions of $5 from a fundraiser. **NOTE: If this checkbox is activated, contributor information for the record created will not be retained in the *Reporter* database. The campaign finance law requires candidates and committees to maintain records of <u>all</u> receipts and expenditures, regardless of amount so the committee must retain this information in other records.**

Description (In-Kind Contributions only) -- Briefly describe the contribution received (for example, "Office supplies" or "Rent of office for campaign headquarters."

The following fields appear in the contributor screens "Committee," "Union/Association" or "Other":

CPF ID (Committee screen) – Enter the five-digit CPF identification number of the committee making a contribution. Contact OCPF if you are unsure of a committee's CPF ID number. Please note that municipal candidates and committees who file with local officials do not have CPF numbers.

Contact ("Committee," "Union-Association" or "Other") **–** Enter the name of the contact person in the entity making a contribution.

Officer ("Union-Association") **–** Enter the name of the principal officer of the union or association making the contribution. This name will appear on a printed report, as required for such contributions.

Adding/Editing records

To correct errors or delete contributor information before it is added to the database, click on **Clear Fields** to the left of the entry you are working on.

Once the data for a contribution has been entered correctly, you are ready to add it to the database. To enter the item, click on **Add.** The information will then be displayed in the display area below the data entry area, and the data entry fields will automatically clear for input of the next record. If the information does not show in the display area, the record was not added to the database.

The lower portion of the Monetary Contributions Screen is used for viewing the contributor records that have been previously entered and saved to the database. Regardless of the type of contributor, the display area includes date, amount, name and address. The final field changes to reflect the type of contributor selected. For individual contributions, the final fields are Occupation and Employer; for committee contributions, the CPF ID number and contact; for Union-Association and Other contributions, Officer.

All previously entered contributor information for the contributor type selected should be displayed in the display area. The only exception is if a filter is enabled in the <u>Set Options</u>

screen. In addition, the display area contains a field that automatically calculates and displays the total of the monetary contributions entered for the reporting period. As each new record is added, the total field will automatically be updated. If a filter is enabled, the total field will only reflect the total amount of the filtered records appearing on the screen.

Once a record has been added to the database, it can be corrected or changed only by using the Edit function. An **Edit** button appears to the left of each record displayed in the lower section of the screen. Clicking on this button will open a pop-up screen that contains all of the information for that specific contribution. The information can then be edited from the data fields of the pop-up screen. Click on the Update & Return to Receipts button in the top-right corner of the screen to return to a Contributions screen. To delete a record from the pop-up screen, click on the Delete receipt button located in the bottom-left corner of the screen. A second pop-up screen will open asking for confirmation of the deletion of the record before it is actually deleted. Click the Yes button to confirm the deletion or click the Cancel button to prevent the deletion. This is a safeguard to prevent records from being accidentally deleted from the system.

B. Contributor Database

The Contributor Database is a valuable tool for committees to use to record and track all contributors. It is also the information source for the Autofill feature and should, therefore, always contain the most up-to-date information about each contributor. The Contributor Database can be accessed in two ways:

- Click on the Recall a contributor button found on the Monetary and In-Kind Contributions screens. If the Contributor Database is opened from these screens, it is filtered by the type of contributor that is selected on the Monetary Contribution or In-Kind Contribution screen.

- Click on Contributor Database under Receipts on the Main Menu. Accessing the Contributor Database this way opens the main Contributor Database screen and all contributors, including committees and associations, are listed.

The Contributor Database screen composed of the following components:

Contributor list
A listing of every contributor entered into the database appears on the left side of the screen. The listing includes the name and city for each contributor. If a letter of the alphabet is pressed on the keyboard, the cursor will skip to the portion of the contributor list containing the names that begin with that letter. Select a contributor by double-clicking on the record line in which the contributor appears. The information that you have previously entered for that contributor will then be displayed in the data fields to the right of the list, such as type, name and address, employer and occupation.

Once the contributor information is displayed in the data entry fields, it can be edited as needed.

Previous Contributions
This listing displays the contribution history of the selected contributor. The Previous Contributions listing displays the date and amount of all previous contributions and a grand total, by year, of the contributions made. This information cannot be edited. To access prior years' contribution information for the selected contributor, click on the arrow, located to the right in the Grand Total field, to open a list of prior years and click on the desired year.

Mail Merge Tags
In addition to the record keeping functions, mail merge tags are provided for optional use in creating mail merges using the contributor information contained in the Contributor Database. The Contributor Database screen contains a salutation field and five tag fields that can be used to classify certain contributors for the purpose of mail merges and to differentiate classes of contributors. Mail merges will normally require Microsoft Word 2000 to be installed on the same computer as *Reporter 3*.

Adding/deleting contributors

Clicking on **Add a new contributor** opens a pop-up screen to enter information for a new contributor. If *Reporter* detects the same name, but a different address, previously entered into the system, it will ask you to verify whether or not the contributor is the same person. If Yes, *Reporter* will update the address of the contributor in the Contributor Database but will not change the address information contained in any previous contribution records. If No, *Reporter* will create a new contributor in the database.

If you want to remove a contributor record from the database, click on **Delete this contributor**. A pop-up screen will ask you to confirm the deletion of the record before it is actually deleted. Click the Yes button to confirm the deletion or click the Cancel button to prevent the deletion. **NOTE**: Removing a contributor record from the Contributor Database will delete all receipts related to that contributor.

VI. Expenses

The Expenses link is used to open data entry screens and to access all information relating to the outflow of money or debits from a committee's account. Clicking on the Expenses link opens links to three data entry screens:

- Expenditures
- Reimbursements
- Credit Card Payments

A. Expenditures

The Expenditures screen is used to enter all expenditures or debits to a committee's account. Like the Contributions screens, the Expenditures screen is divided into two areas. The top area of the screen is for the entry of new data. The bottom area of the screen is for the display of data that has already been entered and is part of the database. The Expenditures screen contains the following data entry fields, control buttons, links and display fields:

Each data entry field contains information that is to be entered into the database, such as information about the person or entity being paid and details of an expenditure. Use the Tab key to navigate through the data entry fields to ensure proper results. Information may also be entered into these fields using a drop down list, which appears when you click on the arrow on the right-hand side of the data entry field.

Date – the date of the expenditure can be entered manually or by pre-selecting a date as default information. To pre-select a date either click on the Set Default Data link in the top-right corner of the data entry area or click on the Set Options link on the Main Menu.

Check # - Enter the number of the check used in the transaction.

Amount – This field is used to enter the amount of the transaction.

Name and **Address** – This information concerning the payee (the vendor or other person receiving the funds) can be entered manually or by using the drop down list to enter the information into the field. The names of all previous payees are displayed in the drop down list and *Reporter* will continually update the list as new expenditure records are entered into the database. If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry, including address, based upon the expenditure records already in the system.

If you select a previous payee from the list and press the Tab button on your keyboard, the address information for that payee will automatically be entered into the appropriate fields. You will then be prompted to enter the purpose for the present transaction being entered into the system.

City/Town – There are three ways in which the payee's city or town can be entered here:

- o Manually. *Reporter* will use the Autoexpand feature to try to finish the entry based upon the expenditure records already in the system.
- o Choosing a community from the drop down list. The drop down list can be customized by clicking on the Set Default Data link in the top-right corner of the data entry area or clicking on the Set Options link from the Main Menu.
- o Entering a Fast Code that corresponds to a community that was assigned by the

user.

State – *Reporter* will automatically insert "MA" unless the default state information is changed using the Set Options Default Information section.

Zip – If a city or town that has been entered has only one zip code, Reporter will automatically enter it in this field. If a city or town has multiple zip codes, the drop down list will display the list of available zip codes for that community. Click on the applicable zip code to enter it. A zip code may also be entered manually, such as in the case of out-of-state addresses.

Purpose – The purpose of the transaction must be entered; the record cannot be added to the database if this field is blank. This information can be entered manually or by using the drop down list from all prior expenditure records to enter the information. The purposes of all prior transactions are displayed in the drop down list and *Reporter* will continually update the list as new expenditure records are entered into the database. If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry based upon the expenditure records already in the system.

Include in aggregate $50 and under – This option is activated in the Preference settings using the Set Options / Default Information section. Activating this option excludes this expenditure record from the itemized listing of expenditures on the Form CPF 102 Schedule B: Expenditures, in the official OCPF report. Instead, when the checkbox is activated, *Reporter* records and displays the expenditure amount in the total on Line 13 (Total Expenditures $50 and Under) on Schedule B. This feature is available for committees who maintain their expenditure information in other software, such as MS Excel, and prefer to input only the legally required information in *Reporter* for reporting purposes. This option is also included on this screen to allow a committee to input a gross amount made up of small expenditures that are all under $50 for several transactions made on the same day. **NOTE: If the checkbox is activated, the expenditure information for the transaction will not be retained in the *Reporter* database. The campaign finance law requires candidates and committees to maintain records of all receipts and expenditures, regardless of amount so the committee must retain this information in other records.**

Adding/Editing Records

To correct errors or delete contributor information before it is added to the database, click on **Clear Fields** to the left of the entry you are working on.

Once the data for an expenditure has been entered correctly, you are ready to add it to the database. To enter the item, click on **Add.** The information will then be displayed in the display area below the data entry area, and the data entry fields will automatically clear for input of the next record. If the information does not show in the display area, the record was not added to the database.

The lower portion of the Expenditures screen is used for viewing the records that have been previously entered and saved to the database. All previously entered expenditure information should be displayed in the display area. The only exception is if a filter is enabled in the Set Options screen. In addition, the display area contains a field that automatically calculates and displays the total of the expenditures entered for the reporting period. As each new record is added, the total field will automatically be updated.

> **NOTE**: The field labels for the display fields Date, Check #, Amount and Name are highlighted in blue. The user can click on one of these labels to change the sort order of the display area to sort by date, check number amount or name. Clicking twice on the label will change the sort order of the list from ascending to descending. For example, the default setting for the sort order is last entered, descending. If the user clicks on the Date field label, the list will sort by date in ascending order. If the user clicks on the Date field a second time, the list will re-sort in descending order.

Once a record has been added to the database, it can be corrected or changed only by using the Edit function. An **Edit** button appears to the left of each record displayed in the lower section of the screen. Clicking on this button will open a pop-up screen that contains all of the expenditure information for that transaction. The information can be edited on the pop-up screen. Click on the Return to Schedule button in the top-right corner of the screen to return to the Expenditures screen. To delete a record from the pop-up screen, click on the Delete Expenditure button in the bottom-left corner of the screen. A second pop-up screen will open asking for confirmation of the deletion of the record before it is actually deleted. Click the Yes button to confirm the deletion or click the No button to prevent the deletion.

B. Reimbursements

The Reimbursements screen is used to manage all reimbursements for transactions with vendors made through an authorized third party, such as a candidate, campaign worker or another agent of a political committee. Reporter allows you to track reimbursements and add them to your expenditures database when the payment is made. A separate “R-1” form is generated for each reimbursement and attached to the campaign finance report for the period.

To create a Reimbursement record, click on **Add a new reimbursement** on the main screen. In the pop-up box, enter the name of the payee, the date of the reimbursement and the check number. Clicking on **Finish** will bring you to the Reimbursement Detail Screen, which is divided into two areas: the top area of the screen in which a reimbursement is entered, and the lower area that displays the data that has already been entered and is part of the database.

Reimbursement Detail

The Reimbursement Detail screen is used to record the transaction information for all reimbursements over $50, to be detailed on the CPF R-1 form. The Reimbursement Detail screen is divided into three sections:

The top section of the screen, labeled "Reimbursee" will contain the reimbursee name, reimbursement date, and check number that were entered into the previous pop-up screen.

The center section of the screen, labeled "Add a new R1 item," is for entering information about the transaction. Fill in the following fields:

Date, **Amount** and **Purpose –** Use the last field to enter a brief description of the purpose of the transaction being reimbursed (for example, "Postage," "Office supplies").

Vendor and **Address –** Enter the name of the vendor that was paid by the person being reimbursed (for example, the store at which office supplies were purchased). This information can be entered manually or by using the drop down list provided to enter the information into the field. The names of all previous vendors and payees from all reimbursement and expenditure records in the database are displayed in the drop down list. Press the Tab key to accept a vendor or payee from the drop-down list and automatically enter address data for it. If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry based upon the records already in the system.

City/Town – There are two ways in which this information can be entered here:

- The vendor's city or town can be entered manually. *Reporter* will use the Autoexpand feature to try to finish the entry based upon the reimbursement and expenditure records already in the system.
- Use the drop down list provided, which contains the 1,200+ names of every city, town and village in Massachusetts.

NOTE: Fast Codes do not work in this field.

State – Reporter will automatically insert "MA" unless the default state information is changed using in the Set Options Default Information section.

Zip – If a city or town that has been entered has only one zip code, Reporter will automatically enter it in this field. If a city or town has multiple zip codes, the drop down list will display the list of available zip codes for that community. Click on the applicable zip code to enter it. A zip code may also be entered manually, such as in the case of out-of-state addresses.

Adding/Editing Records

To correct errors or delete contributor information before it is added to the database, click on **Clear Fields** to the left of the entry you are working on. Once you have inserted all the information concerning the reimbursement, click on **Add item** to save it in the database. The information will be displayed in the display area below, “R-1 items,” and the data entry fields will automatically clear for input of the next record. If the information does not show in R-1 items, the record was not added to the database.

Below the R-1 items display area are three fields in which the totals of the stored reimbursement data are displayed:

- **Itemized Total** automatically calculates and displays the total of the itemized reimbursements entered in the data entry fields above. As each new record is added, the Itemized Total field will automatically be updated.

- **Un-Itemized Total** is <u>not</u> automatically calculated. It is used to enter the items under $50 that do not need to be itemized and must be entered manually either from the bottom of the Reimbursement Detail screen or by selecting the reimbursement from the Reimbursements list and entering the information in the Reimbursement information box.

- **R1 Total** automatically calculates and displays the total of all the itemized reimbursements entered in the data entry fields above and the amounts entered manually into the un-itemized total field. As each new record is added, the R1 Total will automatically be updated.

After the R1 is completed, click on the <u>Reimbursements</u> link to return to the main Reimbursements screen.

If you have entered a reimbursement, it should be listed along with all reimbursements previously added to the system in a blue box on the left lower half of the screen, under **Reimbursements listing**. The listing includes the date of the reimbursement, the reimbursee’s name and the total amount of the reimbursement. To see basic information (date, check number, reimbursee and totals) regarding a transaction, click once on the record and the data will appear in the **Reimbursement information** area to the right of the list.

The Reimbursement information fields are for viewing only. To edit a record, you must first highlight it in the blue Reimbursements listing box, then click on the **Edit a reimbursement** button near the top of the screen. This will open the Reimbursement Detail Screen, where the reimbursement information can be edited in the R1 items data fields, located in the middle portion of the screen.

To delete a record, highlight it in the blue Reimbursements listing box, then click on **Delete a reimbursement (select below)**. A pop-up screen will open asking you to confirm the deletion of the record before it is actually deleted. Click the <u>Yes</u> button to confirm the deletion or click the <u>No</u> button to prevent the deletion.

Adding a reimbursement to Expenditures

Completing a reimbursement record does not automatically create a record of a corresponding expenditure in the database. To create an expenditure record, click on **Add to Schedule B (Expenditures)** and complete the information in the pop-up screen.

Items 1-5, the Reimbursee's name, Date, Amount, Check number and Purpose, will be filled in automatically with the information that was already added in the Reimbursement Detail screen. Insert the address information of the reimbursee in item 1 in the remaining boxes and click Finish. This will enter the payment into the database and on Schedule B: Expenditures of the campaign finance report for this period. Clicking on Cancel will return you to the Reimbursement screen without sending this information to Schedule B.

Reporter helps you prevent entering the same reimbursement more than once. If you try to enter a reimbursement that has already been added to Schedule B, the program will note that an identical transaction has already been recorded and ask you whether this is a new transaction.

Printing

Once you have entered or edited a reimbursement, you may print the required Form CPF R1: Itemization of Reimbursements or preview it before printing.

Clicking on **Print a reimbursement (select below)** generates an R1: Itemization of Reimbursements form for the highlighted reimbursement and sends it directly to the printer connected to the computer.

Click on **Print-Preview a reimbursement** to display the completed R1 form on your monitor. Use the toolbar on the top left portion of the screen to print the form, edit the page set-up, zoom in or out, publish the form in MS Excel or close the print preview screen.

C. Committee Credit Cards

The Committee Credit Card Payments screen is used to manage the accounts for credit cards issued in the name of the committee only. **It is not intended for entry of information relating to personal credit cards. Do not enter any information related to personal credit cards even if such cards are occasionally used for campaign expenditures.**

There are three parts to the management of committee credit card accounts in *Reporter*:

- Credit card account information
- Credit card statement information

- Detailed information about credit card transactions.

Credit Card Account Information

There are two tools available on the Committee Credit Cards screen to manage committee credit card account information: a button used for adding new credit card account information to the database and a drop down list to view all credit card accounts entered into the database.

> **NOTE**: Credit card account information can only be deleted from the database from Reporter Explorer. See the Advanced Options section later in this guide before attempting this action.

Add a Credit Card Account – This button is located on the left in the top section of the screen, which is labeled "Options". This button is used to open a pop-up screen to enter committee credit card account information into the database. Clicking on this button will open the Add a credit card account pop-up screen. The screen contains data entry fields for the input of the following information:

- The name of the card account
- An abbreviation code of 8 characters or less for the credit card account
- The mailing address for payments made on the credit card account (to provide address information for Schedule B).

Once the requested information is entered into the appropriate data entry fields, click on the Finish button to add the record to the database or click on the Cancel button to return to the Committee Credit Cards screen without creating a new record. Clicking on the Finish button will save the information entered on the screen as a new database record and will close the pop-up screen. Clicking on the Cancel button will close the pop-up screen without saving any of the information entered on the screen.

Account – This drop down list is located just beneath the Add a Credit Card Account button on the top left corner of the screen. Click on the arrow on the right of the field to view a list of all credit card accounts contained in the database. If more than one credit card account is entered into the database, clicking on the credit card account name in this list will open the set of records for that account.

Credit Card Statement Information

There are two tools available on the Committee Credit Cards screen to manage committee credit card statement information: a button used for adding new credit card statements to the database and a drop down list to view all credit card statements entered for a credit card account in the database.

Add a statement - This button is located on the right in the top section of the screen, which is labeled "Options". This button is used to open a pop-up screen to enter committee credit card statement information into the database. Clicking on this button will open the Add a Statement pop-up screen. The screen contains data entry fields for the input of the following information:

- The name of the credit card account to which the statement applies.
- The month closest to the statement's period.
- The year in which the statement's period occurs.
- The beginning statement date
- The ending statement date
- The beginning balance

Once the required information has been entered into the appropriate data entry fields, click on the Finish button to add the record to the database or click on the Cancel button to return to the Committee Credit Cards screen without creating a new record. Clicking on the Finish button will create a new record and the pop-up screen will automatically close. Clicking on the Cancel button will close the pop-up screen without saving any of the information entered on the screen.

> **NOTE**: The Add a Statement function will not operate unless at least one credit card account has been entered into the system because statements are always connected to an account in *Reporter*.

Statement – This drop down list is located just beneath the Add a Statement button on the top right corner of the screen. Click on the arrow on the right of the field to view a list of all credit card statements contained in the database for the account selected. Use the drop down list to move from one statement to another. To open a credit card statement from the drop down list, scroll through the list until the desired statement is highlighted and then click on the highlighted statement.

When an account and a statement are opened using the drop down lists, the data entry fields located in the lower area of the screen will be automatically updated with the information that was input for that statement during the statement set-up. The **Statement Period** data entry fields will display the dates entered and amounts will appear in the **Beginning Balance**, **Itemized Charges, Unitemized Charges, Finance Charge, Payments this Period** and **Ending Balance** data entry fields.

Detailed Information About Credit Card Transactions

The **Account** and **Statement** drop down lists are located in a blue field in the upper area of the Committee Credit Cards screen. Located directly beneath that blue field is a gray taskbar that contains two buttons, the Summary button and the Show Detail button. The Committee Credit Cards screen will always open in the summary view.

Credit card statement data may be viewed and entered in one of two ways, which are accessed by the Summary or Show Detail buttons.

Summary Mode

Data entry is limited to statement level information in this mode. The Summary mode is composed of the following data entry fields and control buttons:

Data Entry Fields

The data entry fields are used to enter information into the database. Use the Tab key to navigate through the data entry fields to ensure proper results.

Statement Period – The statement period is automatically entered by the *Reporter* program based upon the information entered in the Add a Statement pop-up screen when the statement was created in the database. When a new statement is created or when a statement is chosen from the Statement drop down list, *Reporter* automatically fills these fields. The statement period information can be edited from these fields but no data entry is required.

Check # – Enter the number of the check used to make the credit card payment for this statement period.

Date Paid – Enter the date on which the credit card payment for this statement is made.

Beginning Balance – The beginning balance is automatically entered by the *Reporter* program based upon the information entered in the Add a Statement pop-up screen when the statement was created in the database. When a new statement is created or when a statement is chosen from the Statement drop down list, *Reporter* automatically fills in this field. The beginning balance information can be edited from this field but no data entry is required.

Itemized Charges – Itemized charges can only be entered in the Detailed mode. No data entry is available for this field in Summary mode.

Unitemized Charges – Enter the total amount of unitemized charges (charges of less than $50 dollars) incurred during this statement period.

Finance Charge – Enter the finance charge posted to the committee's credit card account for this statement period.

Payments This Period – Enter the amount of the payment made to the credit card account for this statement period.

Ending Balance - *Reporter* automatically calculates and updates this field. No data entry is required.

Control Buttons

Delete – Click on this button to remove a credit card statement from the database. A pop-up screen will open asking the user to confirm the deletion of the statement before it is actually deleted. Click the Yes button to confirm the deletion or click the No button to prevent the deletion. This is a safeguard to prevent statements from being accidentally deleted from the system. **Caution**: Deleting a statement from the database will delete all detail information associated with that statement as well.

Print - Click on this button to generate a **CPF 9: Disclosure of Credit Card Activity** form and send it to the printer.

Preview – Click on this button to generate a **CPF 9: Disclosure of Credit Card Activity** form and display it on the monitor. Once the form is displayed, use the use the toolbar located on the top left portion of the screen to print the form, edit the page set-up of the form, toggle the page view of the form (zoom in or out), publish the form in MS Excel or close the print preview screen.

Add to Schedule B – Clicking on this button will direct *Reporter* to automatically update Schedule B with the payment information for this statement period. *Reporter* adds the date of the payment, the name and billing address of the bank, the amount of the payment, and the purpose of "credit card payment" to the appropriate fields in the Schedule B – Expenditures form of the **CPF 102 Campaign Finance Report**.

Detailed Mode

Data entry is limited to the input of the details regarding each credit card transaction that occurs in the selected statement period. The total amount of any transactions entered in this mode will automatically update the **Itemized Charges** field in the Summary mode. The Detailed mode is composed of the following data entry fields, control buttons and display fields:

Data Entry Fields

The data entry fields are used to enter information into the database. Use the Tab key to navigate through the data entry fields to ensure proper results.

Date – This field is used to enter the date of the credit card transaction. This information must be entered manually.

Amount – This field is used to enter the amount of the credit card transaction. This data must be entered manually.

Authorized By – This field is used to enter the name of the name of the person who authorized the credit card transaction. This information can be entered manually or by using the drop down list provided to enter the information into the field. The *Reporter* program generates the drop down list using all of the prior credit card records entered into the system. The names of all authorizing agents are displayed in the drop down list and *Reporter* continually updates the list as new credit card records are entered into the database.

Purpose – This field is used to briefly describe the purpose of the credit card transaction.

Vendor - This field is used to enter the name of the vendor used in the credit card transaction. This information can be entered manually or by using the drop down list provided to enter the information into the field. *Reporter* generates the drop down list using all of the prior credit card, reimbursement and expenditure records entered into the system. The names of all previous vendors and payees are displayed in the drop down list and *Reporter* will continually update the list as new records are entered into the database. If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry based upon the records already in the system.

> **NOTE**: If a previous vendor is selected from the list, press the Tab button on the keyboard and the address information for that vendor will automatically be entered into the appropriate fields.

Address – This field is used to enter the street address of the vendor. Vendor information can either be entered manually into the field or by using the drop down list in the Vendor field to automatically fill in this field with the required information, as described above.

City/Town – This field is used to enter the vendor's city or town. There are two ways in which this information can be entered in this field:

- The vendor's city or town can be entered manually. If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry based upon the reimbursement and expenditure records already in the system.
- Use the drop down list, which contains the names of more than 1,200 cities, towns and villages in Massachusetts.

> **NOTE**: Fast Codes do not work in this field.

State – The Vendor's state can be entered either manually or by using the drop down list in the Vendor field to automatically fill in this field with the required information, as described above.

Zip - The zip code drop down list is linked to the City/Town drop down list. The zip code drop down list will change depending on the city or town that was entered in the City/Town data entry field. If the city or town has only one zip code, *Reporter* will automatically enter that zip code. If the city or town has multiple zip codes, the drop down list will display the list of available zip codes for that community. Click on the applicable zip code.

Control buttons

Add Item- This button is used to enter a new record into the database once the credit card transaction information has been entered into the data entry fields. Clicking on this button will direct *Reporter* to add the new credit card transaction record to the database. The information contained in the data entry fields will be moved to the display area below and the data entry fields will automatically clear for input of the next record.

Delete – Click on this button to remove a credit card transaction from the database. A pop-up screen will open asking the user to confirm the deletion of the transaction before it is actually deleted. Click the Yes button to confirm the deletion or click the No button to prevent the deletion. This is a safeguard to prevent transactions from being accidentally deleted from the system.

Print - Click on this button to generate a **CPF 9: Disclosure of Credit Card Activity** form and send it to the printer.

Preview – Click on this button to generate a **CPF 9: Disclosure of Credit Card Activity** form and display it on the monitor. Once the form is displayed, use the use the toolbar located on the top left portion of the screen to print the form, edit the page set-up of the form, toggle the page view of the form (zoom in or out), publish the form in MS Excel or close the print preview screen.

Display fields

The lower portion of the Committee Credit Card Details Screen is devoted to viewing the credit card transaction records that have been entered into the database. The display area contains the following fields for viewing credit card transaction information:

- Payment Date
- Amount
- Authorized By
- Purpose
- Vendor (Includes name and address)

In addition, a Delete button [??] appears to the right of each credit card transaction record appearing in the display area. Using this Delete button will cause the individual credit card transaction record to be deleted but will not delete the CPF 9: Disclosure of Credit Card Activity form from the system.

> **NOTE**: When a Form CPF 102ND: Campaign Finance Report is printed, *Reporter* automatically summarizes all credit card statements falling within the reporting period and includes that information on Schedule 9 of the 102 report. So, the CPF 9 forms do not have to be printed separately for filing.

VII. Assets & Liabilities

This section allows the user to track assets (such as office equipment) acquired or disposed of and liabilities (such as unpaid bills and loans) incurred by the committee. The campaign finance law requires all candidates and committees to report the acquisition or disposal of any assets with a value of $1,000 or more and to report all liabilities, regardless of amount.

Clicking on Assets & Liabilities opens three available links to data entry screens:

- Assets Acquired
- Assets Disposed
- Liabilities

A. Assets Acquired / Assets Disposed

The Assets Acquired and Assets Disposed screens are used to enter all information relating to any asset worth $1,000 or more that is acquired or disposed of during a reporting period. Asset acquisitions or disposals are reported only once a year, on a committee's year-end report, for the year in which the assets is acquired or disposed of. *Reporter,* therefore, will only print Schedule EA (Assets Acquired) or Schedule ED (Assets Disposed) when it prints a year-end report.

The screen is used to enter all information relating to any asset worth $1,000 or more in value, at the time of acquisition, that the committee disposes of in a reporting period. The disposal of assets is only reported once a year on the year-end report. *Reporter*, therefore, will only print) when it prints a year-end report

To enter an asset, fill in the fields in the top of the Assets Acquired or Assets Disposed screen:

Date -- Date of acquisition or disposal of the asset.

Value – The actual cost or a fair market value estimate of the asset at acquisition or at disposal

Description – A brief description of the asset (for example, "Acme 2000 computer").

Present Location – The address or a brief description of the location of the asset acquired ("Campaign headquarters, 110 Main St.)

Manner Acquired – Briefly describe the manner in which the asset was acquired (e.g., purchase, gift).

Disposed To: (Name) and **(Address)** **–** Enter the name and address of the recipient of the asset.

Manner Disposed – Briefly describe the manner in which the asset was disposed.

To correct errors or delete asset information before it is added to the database, click on Clear Fields to the left of the entry you are working on. The Clear Fields button does not affect any data that has already been added to the database.

Once the data for an asset has been entered correctly, you are ready to add it to the database. To enter the item, click on **Add.** The information will then be displayed in the display area below the data entry area, and the data entry fields will automatically clear for input of the next record. If the information does not show in the display area, the record was not added to the database.

The lower portion of the Assets Disposed screen is used for viewing the asset records that have been previously entered and saved to the database. In addition, the display area contains a field that automatically calculates and displays the total of the assets acquired in the reporting period. As each new record is added, the total field will automatically be updated.

Once a record has been added to the database, it can be corrected or changed only by clicking on the **Edit** button to the left of each record displayed in the lower section of the screen. Clicking on this button will open a pop-up screen in which you can make changes. To delete a record from the pop-up screen, click on Delete this asset in the lower-left corner of the screen. A second pop-up screen will open asking for confirmation of the deletion of the record before it is actually deleted. Click the Yes button to confirm the deletion or click the Cancel button to prevent the deletion.

B. Liabilities

The Liabilities screen is used to enter all information relating to any funds loaned to the committee or any debts incurred by the committee. If a candidate loans money to his or her campaign or spends his or her own money on behalf of the committee with the intention of being repaid, the transaction information should be entered into the liabilities section.

Loans will continue to be reported from the date they were incurred to the date they are repaid in full.

> **NOTE**: Loans from a candidate must be reported both as liabilities and as contributions. Reporter does not automatically add loan information to other schedules. You must therefore enter a loan in both sections in order to provide full disclosure and to reconcile committee records. Likewise, *Reporter* does not

automatically update payoff information for liability records contained in the database. As liabilities are repaid, the user will have to manually adjust the liability entry to reflect each payment and, when the liability is paid in full, the liability information must be deleted manually.

The screen is divided into two areas. The top area of the screen is for the entry of new data in the fields noted below. The bottom area of the screen is for the display of data that has already been entered and is part of the database. Use the Tab key to navigate through the data entry fields to ensure proper results. Information may also be entered into these fields using a drop down list, which appears when you click on the arrow [] on the right-hand side of the data entry field.

Date – The date the liability was incurred.

Amount – The amount of the loan or debt.

Name and **Address –** The name and address of the person or vendor to whom the liability is owed can be entered manually or by using the drop down list of the names listed in all prior liability records entered into the system. *Reporter* continually updates the list as new records are entered into the database. If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry based upon the records already in the system.

> **NOTE**: If a person or vendor is selected from the list and the Tab button on the keyboard is pressed, the address information for that person or vendor will automatically be entered into the appropriate fields.

City/Town – The city or town of the person or vendor to whom the liability is owed. The city or town can be entered:

- Manually.
- Using the drop down list provided in the field.
- Entering a Fast Code.

> **NOTE**: If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry based upon the liability records already in the system.

State – This information can either be entered manually, by using the drop down list in the Name field, or by using a Fast Code

Zip - The zip code drop down list is linked to the City/Town drop down list. The zip code drop down list will change depending on the city or town that was entered in the City/Town data entry field. If the city or town has only one zip code, *Reporter* will automatically enter that zip code. If the city or town has multiple zip codes, the drop down list will display the list of available zip codes for that community. Click on the applicable zip code. Zip codes can be edited.

Purpose – This data entry field is used to briefly describe the purpose of the loan or debt. This information can be entered manually or by using the drop down list provided to enter the information into the field. *Reporter* generates the drop down list using the prior purposed listed in all previous liability records entered into the system. If the information is entered manually, *Reporter* will use the Autoexpand feature to try to finish the entry based upon the records already in the system.

Adding/Editing Records

To correct errors or delete contributor information before it is added to the database, click on **Clear Fields** to the left of the entry you are working on.

Once the data for an expenditure has been entered correctly, you are ready to add it to the database. To enter the item, click on **Add.** The information will then be displayed in the display area below the data entry area, and the data entry fields will automatically clear for input of the next record. If the information does not show in the display area, the record was not added to the database.

The lower portion of the Expenditures screen is used for viewing the records that have been previously entered and saved to the database. All previously entered expenditure information should be displayed in the display area. The only exception is if a filter is enabled in the Set Options screen. In addition, the display area contains a field that automatically calculates and displays the total of the expenditures entered for the reporting period. As each new record is added, the total field will automatically be updated.

Once a record has been added to the database, it can be corrected or changed only by using the Edit function. An **Edit** button appears to the left of each record displayed in the lower section of the screen. Clicking on this button will open a pop-up screen that contains all of the information for selected liability record. The information can then be edited from the data fields of the pop-up screen. Click on the Return to Schedule D button in the top-right corner of the pop-up screen to return to the Liabilities screen. To delete a record from the pop-up screen, click on the Delete record button in the bottom-left corner of the pop-up screen.

The lower portion of the Liabilities screen is used for viewing records that have been previously entered and saved to the database. In addition, the display area contains a field that automatically calculates and displays the total of the liabilities entered for the reporting period. As each new record is added, the total field will automatically be updated.

VIII. Maintenance and Editing Functions

The Miscellaneous link from the Main Menu is used to access maintenance screens and to insert basic committee information. Clicking on the Miscellaneous link opens five available links to the following screens:

- Committee Information
- Maintenance
- Edit Zip Codes
- Edit Fast Codes
- Migrate Reporter 1.1 / 2.0 Data

A. Committee Information

The Committee Information screen is used to enter basic identifying information about the candidate and/or the committee. *Reporter* uses the information entered here for generating and printing reports and for e-filing. This screen is composed of the following option buttons and data entry fields:

Filer Type Option Box
Click on the candidate/committee category that applies to you:

- **Non-Depository / Legislative Candidate –** Candidates, and their committees, for the state senate or house of representatives, the Barnstable Assembly of Delegates and Martha's Vineyard Commission

- **Local (Town / City) Candidate –** Candidates, and their committees, running for town or city office except for those candidates in Boston, Cambridge, Lowell, Springfield and Worcester who file directly with OCPF (these candidates use *Depository Reporter*).

- **Political Action Committee (PAC) –** Political action committees organized at the state or local level. Local PACs may use the 102 PC form generated for filing, but it must be filed in hard copy with the local election official.

- **Local (Ward/Town/City) Party Committee –** Local party committees such as Boston Ward 15 Democratic committee or the Agawam Republican committee.

- **Statewide Ballot Question Committee –** Committees organized to support or oppose a question appearing on the statewide ballot.

- **Local Ballot Question Committee –** Committees organized to support or oppose a question appearing on a municipal or regional ballot.

The filer type must be selected before a report can be produced in the 102 Reports screen. An incorrect candidate / committee filer type selection will generate the wrong report and also cause the OCPF Electronic Filing System to reject a report if the committee attempts to e-file using an incorrect candidate / committee filer type.

The fields available for entering candidate and committee data vary depending upon what type is selected above. For example, if the committee filer type "PAC" is selected, no candidate information is required, so all of the data entry fields requiring candidate information will be hidden. All candidate and / or committee information must be entered manually into the fields. In addition to basic information such as candidate's and treasurer's name and address, and committee name, here are other available data entry fields:

CPF ID Number – OCPF provides a five-digit numeric code for every candidate and committee required to file with OCPF. A CPF ID number is not provided to local committees so this data entry field will not be visible if a local candidate/committee filer type is selected.

Name of Bank(s) Used - Enter all bank(s) used by the candidate or committee.

Office Sought/District – Examples: "Selectman," "Senator/5th Suffolk District".

Committee Name - Enter the name of the committee, if applicable.

Same as candidate address – Check if the candidate's address and the committee's address are the same, to avoid having to enter the same address twice.

B. Maintenance

The Software Maintenance screen contains control buttons to use to access the individual advanced maintenance function screens. This screen offers a choice of five functions to perform. Select the function to perform by clicking on the coded control button. The functions are:

- Backup
- Update
- Restore
- Add-ins
- Advanced Options

Backup

This feature creates backup copies of the tables of records contained in the database. This function does not backup the *Reporter* program files, only the information contained in the tables. Some information, therefore, such as added zip codes, would be lost in a complete restore. Other information such as preference settings are backed up in the Other Information field and will be retained in a complete restore. To perform this function, click on the Backup button on the Maintenance screen. The Backup Reporter Data screen will open. There are a series of operations that must be performed to complete the backup process.

1. Name the backup file to be created. Enter a name in the data entry field labeled "Name".

2. Choose the location for the backup file. When *Reporter* installs it creates a backup folder labeled "RepBackUp" on the drive in which it is installed. The default installation drive is the C:\ drive so the default location setting for backup files is the RepBackUp folder on the C:\ drive. A different drive can be selected, such as the A:\ drive for backup to a floppy disk, by changing the location. A different drive location can be selected using the drop down list located in the data entry field labeled "Location".

3. There are three types of backup files that can be created:

    a. **Full Backup –** This selection will backup every available table in the *Reporter* program. The default backup setting is for a full backup so the checkbox labeled "Full Backup" will be checked when the screen opens. To perform a full backup, make sure that the checkmark appears in the checkbox and click the Backup button.

    b. **Partial Backup –** This selection will backup selected tables in the *Reporter* program. To perform a partial backup, click on the Full Backup checkbox to remove the checkmark. A list of tables available for backup appears on the left side of the screen. The available tables are: Contributors, Receipts, Expenditures, In-Kind Contributions, Liabilities, Reimbursements, Credit Card Statements, Assets and Other Information. Click on the checkboxes next to the desired tables and click on the Backup button.

    c. **Limited Backup by Date –** This selection will backup records within a date parameter from selected tables in the *Reporter* program. To perform a limited backup by date, click on the Full Backup checkbox to remove the checkmark. Click on the checkboxes next to the desired tables in the Backup Information listing. Click on the checkbox labeled "Limit backup by dates?" which is located on the right side of the screen. Select the date parameters using the "From" and "To" date selection list boxes located to the right of the Backup Information listing. Click on the Backup button.

Update

This feature is used to download and install files from OCPF to update *Reporter 3* as new versions of the program become available. The Update feature will only work automatically on computers that have an Internet connection. To perform this function, click on the Update button on the Maintenance screen. The Update Reporter screen will open. There are a series of operations that must be performed to complete the update process.

1. Choose the drive location to which the update files will download. When *Reporter 3* installs it creates an update directory folder labeled "RepUpdate" on the drive in which it is installed. The default installation drive is the C:\ drive so the default location setting for the update directory is the RepUpdate folder on the C:\ drive. A different drive can be selected, such as the A:\ drive for downloading the update files to a floppy disk, by changing the location. A different drive location can be selected using the drop down list located in the data entry field labeled "Update Directory", located in the upper right corner of the screen.

2. Click on the Update Reporter Now button. This button is located in the upper left corner of the screen. *Reporter 3* will direct the computer to connect to the OCPF website and the files will download from OCPF. Once downloaded, the files will automatically install. The *Reporter 3* program may have to restart or the computer may have to restart before the changes will take effect, so it is recommended that all other *Reporter 3* screens are closed and that no other programs are running on the computer before an Update is performed.

3. After the Update is performed, the name of the downloaded file will appear in the box labeled "Updates & Add-ins Installed" so that all program version changes are recorded.

Users who do not have an Internet connection from their computers must use the following set of procedures to update their version of *Reporter*:

1. Obtain the update file from the OCPF website using a computer that has an Internet connection, such as a computer at a public library. Bring it to the computer on which *Reporter 3* is installed. *Reporter 3* creates an update directory folder labeled "RepUpdate" on the C:\ drive. Using Windows Explorer, the Windows Search function or the My Computer icon on the desktop, find the drive location of the RepUpdate folder. The default installation drive is the C:\ drive so the default location setting for the update directory is C:\RepUpdate. Once the RepUpdate folder is located, copy the update file to the RepUpdate folder.

2. Click on the Update button on the Maintenance screen. The Update Reporter screen will open. Make sure that the correct drive location is selected in the Update Directory field, located in the upper right corner of the screen. Click on the Update Reporter Now button. This button is located in the upper left corner of the screen. *Reporter 3* will direct the computer to automatically install the files in the RepUpdate folder. The *Reporter 3* program will restart the computer before the changes will take effect, so it is recommended that all other *Reporter 3* screens

are closed and that no other programs are running on the computer before an Update is performed.

3. After the Update is performed, the name of the downloaded file will appear in the box labeled "Updates & Add-ins Installed" so that all program version changes are recorded.

NOTE: Updates to *Reporter 3* can be uninstalled. Please refer to the Advanced Options section for more details about the uninstall feature.

Restore

There are two different functions that can be performed using *Reporter*'s restore feature. The restore feature uses previously created backup files of the tables of records contained in the database for both functions. The first function is the restoration of data. If data becomes corrupted, mistakenly deleted or otherwise unusable, the restore feature uses the backup files to restore data back to the date of the last backup. The second function is adding data to an existing database using the append function of the restore feature. The append function allows a user to maintain the same *Reporter* database on multiple computer systems. Data entry on one system can be backed up onto a floppy disk and transferred to another system using the append feature.

NOTE: The Restore function cannot restore the *Reporter* program files. If the *Reporter* program files become corrupted or otherwise damaged, *Reporter* must be reinstalled from the CD-ROM.

To perform the restore or append function, click on the Restore button on the Maintenance screen. The Restore/Append Reporter Data screen will open. The restore function and the append function require the same series of operations to complete either procedure.

1. Select the drive where the Backup Directory containing the desired backup files is located using drop down list provided in the Backup Directory data entry field. The Backup Directory data entry field is located in the upper left corner of the screen. See the Backup section for more details about the Backup Directory location.

2. Once the drive is selected, all of the backup files contained in the Backup Directory on that drive will appear in the list box is located directly beneath the Backup Directory data entry field. Each file is identified by the backup name given to the file by the user, the date and time the file was created and the file name given to the file by *Reporter*. The *Reporter* file name includes the drive location, folder location, backup name, and the date and time the file was created.

3. Select a backup file from the list by clicking on the appropriate information line to highlight it.

4. The lower half of the screen contains four columns. The first column lists the restoration tables available. The available tables are:
   a. Contributors
   b. Receipts
   c. Expenditures
   d. In-Kind Contributions
   e. Liabilities
   f. Reimbursements
   g. Credit Card Statements
   h. Assets
   i. Other Information (includes Defaults/Preferences, Fast Codes, Favorite Cities & Towns and Committee Information)

   The second column, labeled “Restore Type”, contains data entry fields with drop down lists with which to choose the type of restore function to use for this procedure. The available choices are:

   ?? **Don’t Restore –** Selecting this option will remove this category of tables from the restoration process.
   ?? **Replace –** Selecting this option will direct *Reporter* to replace the current data with the data contained in the backup file. The current data will be overwritten and will no longer be accessible if this option is used.
   ?? **Append** - Selecting this option will direct *Reporter* to preserve the current data and add the data contained in the backup file to the current data. The current data and the added data will then be available. *Reporter* automatically screens for duplicate records and will not add duplicates to the current data database.

   The third column, labeled “Backup Data” provides a brief description of the contents of the backup file for each category of available tables. The description includes the number of records, the total amount of the records and the dates covered by the records for each table available for restoration or appending. These descriptions are links. The user can click on the description link to open the table to view the actual records. After viewing this information, close the table to return to the restore screen.

   The fourth column, labeled “Current Data” provides a brief description of the contents of the existing database for each category of available tables. The description includes the number of records, the total amount of the records and the dates covered by the records for each table currently in the *Reporter* database. These descriptions are links. The user can click on the description link to open the table to view the actual records. After viewing this information, close the table to return to the restore screen.

5. Select the Restore Type option for each available table using the drop down list provided.

6. Click on the Restore button. *Reporter* has been programmed to make a backup file of the existing database prior to performing the restore/append function. As a result, the program may take a few minutes to complete the function, however, if an error was made during the restore or append process; there is an available backup file of the current data to restore to correct the error.

Add-ins

This feature is used to download and install files from OCPF to enhance *Reporter* as new features, tools or functions become available. Add-Ins will be available on the OCPF website. The Add-Ins feature will only work automatically on computers that have an Internet connection. To perform this function, click on the Add-Ins button on the Maintenance screen. The Install Add-ins screen will open. There are a series of operations that must be performed to complete an add-in installation.

1. Choose the drive location to which the add-in files will download. When *Reporter* installs it creates an add-in and update directory folder labeled "RepUpdate" on the drive in which it is installed. The default installation drive is the C:\ drive so the default location setting for the add-in directory is the RepUpdate folder on the C:\ drive. A different drive can be selected, such as the A:\ drive for downloading the add-in files to a floppy disk, by changing the location. A different drive location can be selected using the drop down list located in the data entry field labeled "Add-in Directory," located in the upper left corner of the screen.

2. Click on the Install Add-in Now button. This button is located in the upper left corner of the screen. *Reporter* will direct the computer to connect to the OCPF website and the files will download from OCPF. Once downloaded, the files will automatically install. The *Reporter* program will restart the computer before the changes will take effect, so it is recommended that all other *Reporter* screens are closed and that no other programs are running on the computer before an add-in installation is performed.

3. After the Add-in installation is performed, the name of the downloaded file(s) will appear in the box labeled "Updates & Add-ins Installed" so that all program changes are recorded.

Users who do not have an Internet connection from their computers must use the following set of procedures to install add-ins to their version of *Reporter*:

1. Obtain the add-in file from the OCPF website using a computer that has an Internet connection, such as a computer at a public library. Go back to the system on which *Reporter* is installed. *Reporter* creates an update/add-in directory folder labeled "RepUpdate" on the C: \ drive. Using Windows Explorer, the Windows

Search function or the My Computer icon on the desktop, find the drive location of the RepUpdate folder. The default installation drive is the C:\ drive so the default location setting for the update directory is C:\RepUpdate. Once the RepUpdate folder is located, copy the add-in file to the RepUpdate folder.

2. Click on the Add-Ins button on the Maintenance screen. The Install Add-Ins screen will open. Make sure that the correct drive location is selected in the Add-In Directory field, located in the upper left corner of the screen. Click on the Install Add-in Now button. This button is located in the upper left corner of the screen. *Reporter* will direct the computer to automatically install the files in the RepUpdate folder and *Reporter* will then restart. (*Reporter* must restart before program changes can take effect.)

3. After the Add-In installation is performed, the name of the add-in file will appear in the box labeled "Updates & Add-ins Installed" so that all program version changes are recorded.

NOTE: Add-ins to *Reporter* can be uninstalled. Please refer to the Advanced Options section for more details about the uninstall feature.

Advanced Options

This screen is provided for troubleshooting the *Reporter* program and for advanced database functions.

We highly recommend that this screen be accessed only by advanced users or with technical assistance from OCPF personnel. Committees who choose to alter *Reporter* without first consulting with OCPF expose themselves to the risk that *Reporter* will not work properly. People should only make adjustments if they are very familiar with Access development and after contacting this office.

The Advanced Options screen includes the following four options:

A. **Advanced database operations –** This option is used to modify the *Reporter* database or files. To access this feature, click on the Reporter Explorer button. Technical assistance and further information are available from OCPF.

B. **Export to Excel –** This option allows the user to export a table from the *Reporter* program to the Microsoft Excel program. To perform this function, select a table using the drop down list provided in the Export to Excel field. To select a table, scroll through the drop down list to highlight the desired table, click on the table name and click on the Export table button. A complete list of all *Reporter* tables is available from OCPF.

C. **Run SQL Command –** This option allows the user to run an SQL (Sequel) command for the *Reporter* program. **WARNING: Altering the *Reporter* program without first consulting with OCPF may cause the *Reporter* program to cease proper functioning or may cause the program to fail. Users should only attempt alterations or adjustments if they are very familiar with Microsoft Access development and after consultation with OCPF.**

D. **Uninstall Add-in or Upgrade –** This option allows the user to uninstall Reporter upgrades or add-ins. To perform this function, select an add-in or update file using the drop down list provided in the Uninstall Add-in or Upgrade field. To select a file, scroll through the drop down list to highlight the desired file, click on the file name and click on the Uninstall button.

C. Edit Zip Codes

This screen allows the user to modify the table of zip codes that *Reporter* uses for the Autofill feature and to generate all of the zip code drop down lists appearing on the *Reporter* data entry screens. Every effort was made to provide accurate zip code information in *Reporter*. However, OCPF cannot ensure the accuracy of the zip code list. If an inaccuracy is found, this screen can be used to correct the error. In addition, the Edit Zip Codes screen can be used to update the zip code list if the United States Postal Service adds or amends the postal codes for Massachusetts.

To use this function, select the name of a city, town or village from the drop down list provided in the City/Town data entry field. The drop down list contains more than 1,200 names of all of the cities, towns, villages and subsections of cities and towns in Massachusetts. Once a City/Town name is selected, all of the zip codes that *Reporter* lists for that City/Town will be displayed in the **Available Zip Codes** list box.

To add a zip code
To add a zip code, type in the new zip code in the data entry field labeled "Zip" and click on the Add button.

To delete a zip code
To delete a zip code, select a zip code from the Available Zip Codes list box by clicking on the zip code to highlight it. Click on the delete button to delete the zip code from the list.

D. Edit Fast Codes

This feature is used to reduce the amount of data entry time required to enter the combination of City/Town – State – Zip Code information for contributors, vendors, and others in *Reporter*. Fast Codes are shorthand codes for frequently used cities, towns, villages, and subsections of cities and towns. Fast Codes are particularly useful if the great majority of the committee's receipts and expenditures occur in one community or a particular group of communities. The Fast Codes feature is available on most of the data entry screens in *Reporter*.

There are five steps to complete to add a new Fast Code:

1. Select a state from the drop down list provided in the "Choose a state" field. Tab to continue.

2. If Massachusetts is selected, more than 1,200 cities, towns, villages and subsections of cities and towns will appear in the drop down list provided in the "Choose a city/town" field. If the community name is not found, or if another state is selected, type the name of the community in the field. Tab to continue.

3. If the community was selected using the drop down list provided above, all zip codes associated with the selected community will appear in the drop down list provided in the "Choose a zip code" field. If only one zip code is associated with the community, Reporter will automatically fill in the zip code field. If multiple zip codes are associated with the community, select the desired zip code from the drop down list. If another state or another community was input, the zip code must be manually entered into the field. Tab to continue.

4. Select a Fast Code for the community. A Fast Code is made up of numbers only and should be composed of no more than four digits. The Fast Code should be representative of the selected community in some way for ease in remembering which Fast Code is associated with each community.

   For example, a committee receives the bulk of its contributions from Plymouth, MA. There are five zip codes for the Plymouth area. The fast codes could be selected based upon the last two digits of the zip codes, as follows:

State	Town	Zip code	Fast Code
MA	Plymouth	02345	45
MA	Plymouth	02360	60
MA	Plymouth	02361	61
MA	Plymouth	02362	62
MA	Plymouth	02363	63

   Once the Fast Code is selected and entered, <u>Tab</u> to continue.

5. Click on the <u>Add to List</u> button. Clicking on the <u>Add to List</u> button will save the Fast Code in the *Reporter* program. The new Fast Code information will be

displayed in the display area below and the Fast Code Set-Up area will reset for the addition of the next code.

If an error is made during this process, click on the Start Over button to clear the data entry fields and reset the Fast Code Set-Up area without saving the information to the program.

Once the Fast Codes have been set up and saved, they can be used in most of the data entry fields in the *Reporter* program.

E. Migrate *Reporter 1.1 / 2.0* Data

This feature is used to move data from *Reporter 1.1* or *Reporter 2.0*, which are earlier versions of OCPF's reporting software, to the *Reporter 3* program. Only users who currently have *Reporter 1.1* or *Reporter 2.0* installed on their computer systems will use this feature.

To use this feature, select the *Reporter* version that is currently installed on the computer system by clicking on the selection button to the left of the appropriate choice and follow the directions on the screen to transfer the data to the *Reporter 3* program. The interface is interview-based.

Reporter 3 will only migrate receipts, expenditures, in-kinds and liability data. *Reporter 3* cannot migrate committee information, reimbursements or asset information due to programming constraints.

Reporter 1.1

If the user is currently using *Reporter 1.1*, *Reporter 3* will check the default directory – C:/OCPF/Data. If *Reporter 1.1* files are found, *Reporter 3* will ask the user if s/he would like to use this folder, otherwise the user can choose any drive/folder combination for *Reporter 3* to search. Once found, *Reporter 3* will present a list of all found *Reporter 1.1* files. The user should select the directory that contains the most up-to-date campaign information. Click on the database to be upgraded and *Reporter 3* will import the data.

> **NOTE**: *Reporter 3* will change any 1900-1908 dates to 2000-2008 dates due to *Reporter 1.1* Y2K incompatibility.

Reporter 2.0

If the user is currently using *Reporter 2.0*, *Reporter 3* will check the default directory – C:/Program Files/Reporter/. If *Reporter 2.0* files are found, *Reporter 3* will ask the user if s/he would like to use the default database, otherwise the user can choose any drive/folder combination for *Reporter 3* to search. If this option is chosen, *Reporter 3* will present a list of all found *Reporter 1.1* files. The user should select the file that contains the most up-to-date campaign information. Click on the database to be upgraded and *Reporter 3* will import the data.

> **NOTE**: Committee information, preference settings, reimbursement information and asset information will not migrate because the variances in the programming of previous versions of *Reporter* and *Reporter 3* are too great. In addition, although the data will migrate, reports will reflect a beginning balance of zero due to the fact that prior report formats are not compatible with *Reporter 3*. Therefore, after upgrading to *Reporter 3*, the beginning balances on reports will have to be manually input for the first time after data migration.

IX. Reports

The Reports link is used to open the screens from which official OCPF reports are created and filed. This link will also open screens used to create customized reports based upon the information stored in the *Reporter* database that analyze the user's campaign finance activities. Clicking on the Reports link opens two available links to the following screens:

- 102 Reports (Official OCPF campaign finance reports)
- Custom Reports

A. 102 Reports

The 102 Reports screen is used to manage the creation, editing, printing and filing of official OCPF campaign finance reports.

The 102 Reports screen consists of seven control buttons that are used to manage the reports and a display area that lists all of the reports currently saved in the system.

The 102 reports created in *Reporter* are made up of two parts: static report parameters and dynamic data.

- Static parameters: *Reporter* saves all of the report parameters, such as the beginning balance and the reporting dates as a report shell. This information is saved under a report name and can be recalled at any time for review or reprinting without having to re-enter the report set-up information.

- Dynamic data: While *Reporter* saves all of the report settings so that they do not change, the information contained in the report, such as receipt, expenditure, in-kind and liability records and the preference settings for the aggregation of items under $50, is continually updated as new records are saved in the database. The report data, therefore, does change as records are added, edited or deleted from the database.

There are seven reporting management options that are available on the 102 Reports screen:

Add a report
Click on this button to create a new report in the system. The Add a report button opens a pop-up screen containing a list of the available reports for the type of candidate or committee currently selected on the Committee Information screen. *Reporter* reads the type of candidate or committee selected on the Committee Information screen and adjusts the list of available reports to those appropriate to the type selected. If you are unsure which type of report to create, contact OCPF or your local election official. To select a report to create, click on the button to the left of the appropriate report type and click on the Next button. A second pop-up screen will open asking for the following information:

- **A year to assign to the report –** The assignment of a report year is for electronic filing purposes. If the report being created is a year-end report, assign it the year covered by the beginning and ending date parameters (the year that is ending) **not the year in which the report is being filed**.

- **A beginning date to assign to the report –** The beginning date is the start of the reporting period. The beginning date should either be the day after the ending date of the last report filed, or if no previous campaign finance report has been filed, the beginning date should be the day after the date of the last election for the relevant seat.

- **An ending date to assign to the report –** The ending date is the end of the reporting period. The ending date for a year-end report should always be December 31st of the year to be reported.

Click on the Finish button. A third pop-up screen will open displaying the report parameters selected and seeking confirmation to create the report. If there are no errors in the report parameters, click on the OK button to create the report. If an error was made, click on the Cancel button. Clicking on the Cancel button, will close the screen without creating a report and will return the user to the Create a New Report screen so that the errors can be corrected.

Clicking on the Back button will return the user to previous screens to amend report choices. Clicking on the Cancel button, will close the screen without saving any report information and will return the user to the 102 Reports main screen.

After clicking on the Finish button and confirming the creation of the report, the Report Cover Sheet screen will open. If the beginning or ending date is changed, the schedule totals displayed below will automatically be re-calculated.

Report Cover Sheet
This screen displays summary information about the report parameters and data. The report parameters are displayed at the top of the screen, in the following

display fields:

- o Report (type)
- o Year
- o Report Period Beginning (date)
- o Report Period Ending (date)

The report parameters can be edited from this screen. A drop down list containing all of the available report choices has been provided in the Report field for editing purposes.

The Report Cover Sheet also displays the information that will appear on the cover page of the official OCPF 102 report in the following format:

Line 1 – Ending Balance from Previous Report – *Reporter* can automatically bring the ending balance forward from a report filed from the immediately preceding reporting period. This function will only work if the preceding report ending date is one day prior to the beginning date of the current report. If this is the first report, or the dates do not correlate, this total will be $0.00 and the balance must be entered manually into the field.

Line 2 – Total receipts this period – This amount is automatically calculated by *Reporter* based upon the receipt records entered into the database for the date parameters selected. Note that the title for this line appears in blue and is underlined. This indicates that the title is a link. By clicking on the link, the user can open a summary balance sheet for Schedule A. This field cannot be edited from this screen.

Line 3 – Subtotal – This amount is automatically calculated by *Reporter*.

Line 4 – Total expenditures this period – This amount is automatically calculated by *Reporter* based upon the expenditure records entered into the database for the date parameters selected. The title is also a link. Clicking on the link will open a summary balance sheet for Schedule A. This field cannot be edited from this screen.

Line 5 – Ending Balance – This amount is automatically calculated by *Reporter*.

Line 6 – Total in-kind contributions – This amount is automatically calculated by *Reporter* based upon the in-kind contribution records entered into the database for the date parameters selected. The title is also a link. Clicking on the link will open a summary balance sheet for Schedule C. This field cannot be edited from this screen.

Line 7 – Total (all outstanding) liabilities – This amount is automatically calculated by *Reporter* based upon the liability records entered into the database for the date parameters selected. The title is also a link. Clicking on the link will open a summary balance sheet for Schedule D. This field cannot be edited from this screen

Line 8 – Name of bank(s) used – *Reporter* automatically enters the name of the bank into this field based upon the information entered into the Committee Information screen.

Edit report cover sheet info

First, select a report to edit from the report list in the display box. To select a report click on the line displaying the desired report information to highlight it, then click on the Edit report cover sheet info button. Clicking on this button opens the Report Cover Sheet screen described above.

Export to HTML

First, select a report to export from the report list in the display box. To select a report click on the line displaying the desired report information to highlight it, then click on the Export to HTML button. Clicking on this button directs *Reporter* to convert the report to a Web-based format. HTML, which stands for "hypertext markup language," is a page set-up used on the Web that uses simple codes that determine a page's onscreen look. Conversion to HTML is useful as an alternative printing format, if printing problems occur; it is a good format for e-mailing a report and it is an excellent format for archiving or storing reports since conversion to an HTML format avoids the problem of software version conflicts. Exporting a report to the HTML format will not affect the settings or format of the original report.

Print a report

First, select a report to print from the report list in the display box. To select a report, click on the line displaying the desired report information to highlight it and then click on the Print button. *Reporter* will generate the appropriate **CPF 102 Campaign Finance Report** form with all schedules and send it to the printer connected to the computer. In addition to printing Schedule 9, the committee credit card payment schedule, and Schedule R, the reimbursement schedule, Reporter will automatically generate each individual credit card statement and reimbursement itemized form that fall within the reporting period. Should users experience any problems printing their reports, please contact OCPF for user support.

Print-Preview a report

First, select a report to preview from the report list in the display box. To select a report, click on the line displaying the desired report information to highlight it and then click on the Print-Preview button. *Reporter* will generate the appropriate **CPF 102 Campaign Finance Report** form with all schedules and will display it on the monitor. Due to programming constraints, *Reporter* cannot provide a preview of each individual credit card statement from this screen. While in print-preview mode, two toolbars appear at the top of the screen. The upper toolbar contains buttons to use to print the report, edit the page set-up, adjust the view (zoom), export the report to Excel or close the report. The lower toolbar contains buttons to use to navigate through the views of the report cover page and schedules.

E-file a report
This option is available for candidates and committees who are legally eligible or mandated to file electronic reports. Legislative candidates and state ballot question committees who meet certain threshold requirements will be required to electronically file in 2002. Political action committees and other types of committees will later be required to file. Municipal candidates are not required to electronically file reports. If a report is amended, the user must provide a reason on the next screen. After clicking on the button labeled <u>E-File a report</u>, the user will be prompted to enter for a user name and password. Upon clicking on the button labeled <u>File report with OCPF</u>, the computer should connect to the Internet and submit the report to OCPF.

Technically speaking, Access creates an HTML page, C:/EFS.htm, that has all of the relevant report data in it. By clicking on the File report with OCPF button, the HTML form and all of its hidden report data are submitted to OCPF's electronic filing server.

Delete a report
First, select a report to delete from the report list in the display box. To select a report click on the line displaying the desired report information to highlight it, then click on the <u>Delete a report</u> button. A pop-up screen will open asking the user to confirm the deletion of the report before it is actually deleted. Click the <u>OK</u> button to confirm the deletion or click the <u>Cancel</u> button to prevent the deletion. This is a safeguard to prevent reports from being accidentally deleted from the system. Deleting a report only deletes the report shell. It will not affect the underlying data in the *Reporter* database.

B. Custom Reports

The Custom Reports Screen is used to generate reports for analyzing and managing a candidate or committee's campaign finance activities. **These are not official OCPF reports and should not be filed with OCPF or local officials**. They are for the use of the candidate or the committee only. There are four categories of custom reports from which multiple report choices are available:

?? Simple Reports
?? Daily/Weekly/Monthly Balances
?? Money Outflow Tracking
?? Money Inflow Tracking

The date parameters at the bottom of the screen can be used to limit any of the above reports, with the exception of the contributor report excluding contributions (discussed below), to display only those records that fall within the dates selected. Drop down lists have been provided in the date fields for ease in date selection.

Once the desired report and date parameters have been selected, there are three choices for generating these reports:

- ?? **Generate Access Report –** Clicking on this button will open the report in the Access report format.
- ?? **Generate HTML Report –** Clicking on this button will open the report in the Web-based HTML format.
- ?? **Generate All HTML Reports –** Clicking on this button will open all available reports in the Web-based HTML format.

HTML is a page set-up used on the Web that uses simple codes that determine a page's onscreen look. Conversion to HTML is useful as an alternative printing format, if printing problems occur; it is a good format for e-mailing a report and it is an excellent format for archiving or storing reports since conversion to an HTML format avoids the problem of software version conflicts. Generating a report in the HTML format will not affect the format of the records in the database.

<u>Simple Reports</u>
Click on the button next to number 1 to open the Simple Reports options. There are six report choices in this category:

- o **Receipts –** this is a spreadsheet-style report that lists the contributor name, contributor address, occupation and employer information, date of contribution and amount of contribution for each receipt record in the database. The report also calculates the total amount of contributions.

  The report can be narrowed by using the "Only over" and "Only under" dollar amount fields to enter specific amounts and can be sorted into ascending or descending order by name, date, or amount.

- o **Receipts and In-Kind Contributions –** this is a spreadsheet-style report that lists the contributor name, contributor address, occupation and employer information, date of contribution and amount of contribution for each receipt and in-kind contribution record in the database. The report also calculates the total amount of contributions.

  The report can be narrowed by using the "Only over" and "Only under" dollar amount fields to enter specific amounts and can be sorted into ascending or descending order by name, date, or amount.

- o **In-kind contributions –** this is a spreadsheet-style report that lists the contributor name, contributor address, occupation and employer information, date of contribution and amount of contribution for each in-kind contribution record in the database. The report also calculates the total amount of in-kind contributions.

The report can be narrowed by using the "Only over" and "Only under" dollar amount fields to enter specific amounts and can be sorted into ascending or descending order by name, date, or amount.

- **Expenditures –** this is a spreadsheet-style report that lists the vendor name, vendor address, purpose, check number, date of expenditure and amount of expenditure for each expenditure record in the database. The report also calculates the total amount of expenditures.

  The report can be narrowed by using the "Only over" and "Only under" dollar amount fields to enter specific amounts and can be sorted into ascending or descending order by name, date, or amount.

- **Liabilities –** this is a spreadsheet-style report that lists the lender name, lender address, purpose, date and amount of each liability for every liability record in the database. The report also calculates the total amount of liabilities.

The report can be narrowed by using the "Only over" and "Only under" dollar amount fields to enter specific amounts and can be sorted into ascending or descending order by name, date, or amount.

- **Contributors –** there are two choices for viewing this report option. If the "Include Contributions" checkbox is selected (the default setting is to include the contributions), a report will generate that lists the name and address of every contributor in the Contributor Database along with the date and amount of any contributions that they have given. If the "Include Contributions" checkbox is not selected, a report will generate that only lists the name and address of every contributor in the Contributor Database.

Daily/Weekly/Monthly Balances Report

Click on the button next to number 2 to open the Daily/Weekly/Monthly Balances Report options. There are three report choices in this category. These reports are similar in format to a bank statement. The reports provide current committee account balance information, grouped by day, week or month. To create this report, select the grouping choice using the drop down list provided in the "Group by" field. For a weekly balance report, select a day for the week to end on using the drop down list provided in the "End of Week" field. In order for *Reporter* to calculate a running total, a beginning balance must be entered into the "Beginning Balance" field. Then proceed to the date and report generation selections.

Resource Outflow Tracking Report

Click on the button next to number 3 to open the resource outflow tracking reports. This report shows how committee funds are being spent. The expenditure data can be grouped by vendor or by purpose. This report will indicate spending patterns, by percentage and dollar total. To generate this report, select the "Where is the money going?" choice and select the grouping preference using the drop down list provided in the "Group by" field. Then proceed to the date and report generation selections.

Resource Inflow Tracking Report

Click on the button next to the number 4 to open the resource inflow tracking reports. This report shows the sources of committee funds. The receipts data can be grouped by town/city or state or they can be grouped by occupation or employer. This report will indicate the sources of committee income, by percentage and dollar total. To generate this report, select the "Where is the money coming from?" choice and select the grouping preferences using the drop down lists provided. Then proceed to the date and report generation selections.

X. Set Options

The Set Options link is used to access the screens used to customize the performance of the *Reporter* program. Currently, the Default Information screen is the only available screen from the Set Options link.

A. Default Information

This screen is used to set up default settings to customize the performance of the *Reporter* program. The Default Information screen contains seven tabs to make the following default setting choices:

Date - Click on this tab to set up default date information. Date selections include:

Today - Clicking on this option will cause the program to automatically enter today's date into the date data entry fields for all transactions entered into the database. The date will update each day along with the computer's date setting.

Custom - Clicking on this option will cause the program to automatically enter a selected date into the date data entry field for all transactions entered into the database. Enter the selected date in the data entry field labeled "Enter a date."

None - Clicking on this option will prevent automatic dating for transactions. Instead, the user enters a date into the date data entry field for each transaction entered into the database.

Receipt Amount – Click on this tab to set up default receipt information. If an amount is entered into the "Receipt Amount" field, *Reporter* will automatically input that amount into the "Amount" field for each monetary contribution record entered into the database from the receipts screen.

Cities & Towns – Click on this tab to set up default community information. The City & Town selection made will determine the list of cities and towns that appear in the drop down lists in the Receipts, In-Kind Contributions and Expenditures screens. City & Town selections include:

<u>Proper Cities & Towns</u> - Click on this option to display a list of the official names of the 351 Cities and Towns in Massachusetts in the City/Town drop down lists.

<u>Cities & Towns & Villages</u> - Click on this option to display a list of more than 1,200 names of cities, towns, villages and subsections of cities and towns in Massachusetts in the City/Town drop down lists.

<u>Favorites</u> - Click on this option to display a customized list of cities and towns in the City/Town drop down list. The customized list is created in the Favorites tab.

<u>Default State</u> – Select a default state using the drop down list provided or by entering a state abbreviation manually into the field. *Reporter* will automatically input the state selected into "State" field on the Receipts, In-Kind Contributions and Expenditures screens.

Favorites – Click on this tab to create a customized list of cities and towns for use in the Cities & Towns default selection.

<u>To create a customized City/Town list</u>: The left-hand column, labeled "Town/City", contains a listing of more than 1,200 names of cities, towns, villages and subsections of cities and towns in Massachusetts. Click on a community name in the list to highlight it and then click on the right-arrow button [?] to move the name to the "Favorites" list that appears in the right-hand column on the screen. If the user makes a mistake or wishes to amend the Favorites list, click on the name in the Favorites list to highlight it and will then click on the left-arrow button [?] to return the name to the Town/City list.

Sort Order – Click on this tab to set up the order in which *Reporter* will sort the data that has been entered into the system for viewing in the display areas of the various screens. There are five sorting options and two sub-sorting options:

<u>Date</u> - Click on this option to sort the records, in either ascending or descending

order, by the date of the record.

Amount - Click on this option to sort the records, in either ascending or descending order, by the amount of the record.

Name (Last Name) - Click on this option to sort the records alphabetically, in either ascending or descending order, by the name of the organization or last name of the individual in the record.

Town or City - Click on this option to sort the records alphabetically, in either ascending or descending order, by the city or town listed in each record.

Last Entered - Click on this option to sort the records in the order that they were entered into the system. If ascending order is chosen, the oldest entries will appear at the top of the screen. If descending order is chosen, the newest entries will appear at the top of the screen. The default setting at installation is Last Entered/Descending.

Ascending - This option affects the display order of the sort options set out above. Click on this option to display all entries in ascending order (A-Z or 1-9).

Descending - This option affects the display order of the sort options set out above. Click on this option to display all entries in descending order (Z-A or 9-1).

Preferences – Click on this tab to set up data entry and reporting preferences and system settings. The preference choices include the following:

Individual Name Data Entry – Click on the button of the field preference for the entry order of individual's first and last names. Once selected, *Reporter* will alter the appearance of the "First Name" and "Last Name" data entry fields on all data entry screens in the program to reflect your data entry preference.

Printing Reports – Click on the "Yes" or "No" button depending on your itemization preference. If "Yes" is selected, all contributors of $50 or less will be itemized and will appear on official printed reports to OCPF. If "No" is selected, all contributors of less than $50 will not be itemized or appear on the official printed reports. **Regardless of the preference setting selected, if a contributor gives multiple contributions that exceed $50 in total, each of the contributions will be itemized and printed.**

NOTE: Contributors of less than $50 in a calendar year are not required to be itemized on official OCPF reports.

Internet Connection – Use the drop down list in the field provided to confirm whether the computer has Internet access. If the computer does not have Internet access, the following features will not be available on your computer: **automatic** update, **automatic** add-ins, and e-filing. The user can e-file by saving the pertinent files on diskette for use on a computer that does have Internet access.

Entering Lump Sum Amounts – Click on the "Yes" or "No" button depending on your electronic recordkeeping preference. (The software is shipped with "No" as the default selection.) If "Yes" is selected, *Reporter* will display a checkbox on the Receipts and Expenditures screens that can be used to insert lump sum totals into official OCPF reports. This option is also included on this screen to allow a committee to input a gross amount made up of small contributions or expenditures that are all $50 or less, e.g., 80 contributions of $5 from a fundraiser or for several expenditures of under $50 made on the same day. If this option is used, however, the contributor or expenditure information for these contributions or transactions will not be retained in the *Reporter* database. **NOTE**: **The campaign finance law requires candidates and committees to maintain records of all receipts and expenditures, regardless of amount. Therefore, candidates and committees who use this feature must maintain detailed contribution and expenditure information in other records.**

Filters – Click on this tab to set up filters for the display of data in the Receipts and Expenditures screens. The use of these filters does not affect the data appearing on reports.

Receipts – The Receipts filter is used to limit the number of receipt entries viewed in the Receipts screen display area. To see a partial listing of receipt items for a specific time period, such as the pre-primary reporting period, enter a beginning date and an ending date in the filter date fields. *Reporter* will then limit the display to the date parameters chosen. This list of receipts displayed is inclusive of the beginning and ending dates selected.

Expenditures - The Expenditures filter is used to limit the number of expenditure entries viewed in the Expenditures screen display area. To see a partial listing of expenditure items for a specific time period, such as the pre-primary reporting period, enter a beginning date and an ending date in the filter date fields. *Reporter* will then limit the display to the date parameters chosen. This list of receipts displayed is inclusive of the beginning and ending dates selected.

The user can move between a full display and the partial display by turning the filters on or off using the buttons on this screen. The buttons are located to the right of the date fields beneath the label "Filter Is". The default setting for the buttons is off so the buttons will be red and will be labeled "Off". Clicking on the buttons will turn them green and they will then be labeled "On". The user can also change the beginning and ending dates for the filters at any time.

XI. Electronic Filing

Campaign finance reports and financial activity statements may be electronically filed with OCPF using *Reporter*. When a report or statement is e-filed, an electronic record is created and sent by the software and is received and stored by OCPF's Electronic Filing System (the "EFS").

OCPF has promulgated regulations regarding electronic filing of campaign finance reports and statements, covering issues such as the electronic signature of e-filed records. The full text of these regulations (970 CMR 1.11) can be found on OCPF's website, *www.mass.gov/ocpf*.

A. Electronic Signatures and Security

The EFS is maintained on secure servers. Access to the servers for the purpose of creating and submitting electronic records is restricted by means of a login protocol to only those individuals who have been assigned a CPF ID number and an eight-character, alpha-numeric password. Users do have the option of changing their password after logging in to the EFS using the password assigned by OCPF. To maintain the security of the login protocol, however, the EFS internally encrypts these user-created passwords. File creation and submission can only be accomplished after the user's CPF ID number and password have been verified by the EFS.

The integrity of the signed electronic records submitted, stored and maintained in the EFS is ensured by the use of several security protocols. First, OCPF uses encryption technology for the transmission of data from remote locations to the EFS secure servers. Second, the EFS servers are managed so that the EFS provides an audit trail for every electronic record created, submitted and stored in the EFS. Finally, the EFS immediately electronically locks each electronic record at "signing" so that it cannot be subsequently altered. An electronic record is "signed" as described in the e-filing instructions below.

You can, of course, file amendments to e-filed reports at any time using the *Reporter* software. You will notice, however, that each amendment to a report will appear on the EFS as a separate record. This is because OCPF must maintain an electronic audit trail of all reports received and stored in the EFS. The original report is permanently preserved in its original state because the EFS electronically locked the electronic record when it was electronically signed.

A person using the *Reporter* software to e-file reports with OCPF demonstrates his or her intent to electronically sign a campaign finance report or financial activity statement by clicking through an electronic interface to submit a record, as detailed in the next section.

B. How to E-File

E-Filing is accomplished from the 102 Reports screen. From the Main Menu, click on the Reports link to open the report sub-sections and click on the 102 Reports link to open the 102 Reports screen. There are seven option buttons and a list box containing a list of every report saved in the database. The E-File button is located in the upper left hand corner of the 102 Reports screen.

To E-File:

1. Select a report from the report listing by clicking on the line displaying the desired report information to highlight it.

2. Click on the E-File button. *Reporter* will generate the appropriate **CPF 102 Campaign Finance Report** form with all schedules and will open the Electronic Filing screen.

3. The Electronic Filing screen lists the type of report selected for e-filing at the top of the screen. Verify that the correct report was selected from the list. If yes, continue to step 4. If not, click on the Main Menu link to return to the main menu to start again.

4. Beneath the report heading is a checkbox used to indicate whether the report is an amendment. The default setting is blank. If the report is not an amendment, proceed to step 5. If the report is an amendment, click the checkbox. A field will then open in which to enter the reason for the amendment in 1,000 characters or less.

5. Click on E-File Now. *Reporter* generates a web page that contains the report information (this page is hidden) and opens the computer's Internet connection.

   NOTE: Users that do not have an Internet connection on their computer can find the file C:/EFS.htm (the hidden web page) and save it to a diskette. The report can then be e-filed from any computer that does have an Internet connection.

6. Enter your CPF identification number and e-file password. No one can access the OCPF Electronic Filing System without a CPF identification number and a

password. CPF identification numbers and passwords are issued to candidates and committees before they are required to commence electronic filing. The CPF ID number is a five-digit number; the EFS password is a combination of eight letters and numbers. Passwords may be changed by contacting OCPF or after login to the EFS website. CPF ID numbers cannot be changed. If the password is lost or forgotten, contact OCPF so that a new password can be issued.

7. Before you click to e-file, you should be aware of the electronic signature and authentification component of electronic filing. On Reporter 3.05, and all subsequent versions of the software, the Reporter User Login screen of the EFS contains a box titled "**CANDIDATE/TREASURER AFFIDAVIT – YOUR ELECTRONIC SIGNATURE.** " This section explains that when you e-file, you are including your binding electronic signature and attestation of the electronic report being submitted to the EFS.

8. After you have read the affidavit, you are ready to e-file. Click on "File report with OCPF." The EFS assigns a unique transaction identification number to the report and also logs and maintains additional information such as the date and time of filing, the report type and year, and the candidate or committee's name and CPF ID number.

9. Once the electronic report has been successfully e-filed, a receipt will appear on the screen indicating whether the report was successfully transmitted or rejected. (The amount of time it takes for the receipt to be received depends on the speed of your Internet connection.) The receipt screen will contain your CPF ID number and the transaction identification number for the electronic record(s) submitted.
   a. The receipt for a successful transmission has a blue border and will have the "Status: Valid Receipt" printed in the Transaction Receipt Information box.
   b. The receipt of an unsuccessful transmission has a red border and has the words "Status: Invalid Receipt." In addition, an invalid receipt will provide the reason for the rejection so that the user can correct the error and re-submit or contact OCPF for user support.

10. Print the transmission receipt using the print button on the Internet browser toolbar. The receipt should be printed and retained along with the candidate or committee's other records.

11. There is a delay of 1 to 5 minutes before valid reports are available for searching and viewing on the EFS system. Links are available at the bottom of the login screen and at the bottom of the receipt page to view reports, search contributions or search expenditures. Reports can be printed from EFS using the print button on the user's Internet browser toolbar.

12. Amending reports - There is a link on the EFS site to amend on-line reports. This link is intended for the use of those candidates or committees that do not use the

Reporter software to e-file. While *Reporter* users can amend their reports from this link, please be aware that the amendments **will not** be reflected in the *Reporter* database, therefore, the reports in *Reporter* will no longer accurately reflect the information contained in the OCPF electronic filing system. If a report is amended on-line at the EFS level, users will have to make similar amendments to their reports in *Reporter*. We recommend that *Reporter* users amend their reports using the *Reporter* software instead of using the EFS amendment link.

If you are unsuccessful in e-filing, you may contact OCPF for further assistance. The office phone numbers are (617) 727-8352 and (800) 463-OCPF (6273) (toll free in Massachusetts). The office web site, at *www.mass.gov/ocpf*, contains a section for software support. The e-mail address for questions, problems and comments is software@cpf.state.ma.us.

XII. Online Help

OCPF plans to release updates to this user's guide, as well as added features and upgrades to *Reporter 3*. Users should check OCPF's web site, www.mass.gov/ocpf, for any upgrades and new information, as well as answers to frequently asked questions. Questions and comments may also be e-mailed to software@cpf.state.ma.us.

Campaign Finance Guides available from OCPF

Statewide, County and Other "Depository" Candidates
Candidates for the General Court
Candidates for Municipal Office
State Ballot Question Committees
Municipal Ballot Question Committees
Political Action Committees and People's Committees
Local Political Party Committees
Public Employees, Public Resources and Political Activity

This manual and OCPF campaign finance guides
are available online at *www.mass.gov/ocpf*.

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(617) 727-8352
(800) 462-OCPF
E-mail: ***OCPF@cpf.state.ma.us***
Web site: ***www.mass.gov/ocpf***
Reporter e-mail help: ***software@cpf.state.ma.us***

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